



CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Human Resource Management
Subject: Reduction-in-Force

Policy Number: 6-15
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I. INTRODUCTION

Reduction-in-Force procedures shall apply to all full-time employees of Chesterfield County.

Management has the unilateral right to reduce personnel based on budget requirements, workload factors, reductions in services, or other relevant management considerations regardless of the duration of the situation. The decision to eliminate services or reduce personnel shall be determined by the department director/office administrator and require approval by the County Administrator

The Code of Virginia preserves as a non-grievable management right the ability of the County to define its method of reducing its workforce.

II. DEFINITION

Reduction in Force – A management decision to eliminate positions from the budget due to lack of funding, changes in workload, reduction in services, or elimination of functions/programs.

III. PROCEDURES

- A. Under Reduction-in-Force conditions employees of selected classifications will be separated based upon the combined criteria of years of service and quality of performance while in the job as set forth below.
- B. Departmental reorganizations in which responsibilities, duties, and/or lines of authority are changed for more effective operation are not covered by these procedures.
- C. The department director/office administrator will meet with the Director of HRM and the appropriate Deputy County administrator (if appropriate) to review the reasons for the reduction in force, positions identified for elimination, employment dates, and performance related information on all impacted employees.

As part of the reduction in force procedures, an employee's total performance record with the County will be reviewed by the department director/office administrator (including performance evaluations, bonuses, monetary awards, etc.) to determine if performance is meeting expectations.
- D. Whenever possible employees affected will be considered for transfers to a comparable position within their department.
- E. Employees whose positions are eliminated and whose performance meets expectations shall be placed:
 - 1. First, in available vacancies of the same classification or the same series at the same pay grade in the same County department.
 - 2. If no vacancies exist in the same classification, the employee may be considered for a demotion to a similar position in the same County department.
- F. Employees to be separated under the reduction in force procedures shall be given at least 30 days written notice of such separation.

IV. REEMPLOYMENT OPPORTUNITIES

Employees separated as a result of a reduction-in-force who are designated as eligible for rehire on their separation form will be eligible for appointment to their former classification if a position

becomes available within 12 months of the effective date of their separation by reduction in force procedures.